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ABSTRACT

This descriptive report outlines Miami-Dade Community College's Advisement and Graduate Information System (AGIS) which, as an on-line computer aid for counseling staff, monitors students' progress in degree attainment. The need for AGIS is discussed first, in terms of: (1) the college's commitment to providing students with adequate information for course selection in light of required minimum competencies, standards of academic progress, degree requirements, and the transfer requirements of upper-division colleges; (2) the insufficient number of advisors to maintain contact with all students; and (3) the desirability of freeing counselors from the clerical task of periodically reevaluating student records. The report then discusses the informational aids supplied by AGIS: a realignment of student transcripts according to degree and graduation requirements; an automatic graduation certification; a list of lower-division courses recommended for each major by 13 Florida universities; a list of required courses for each associate degree; and a sequencing of recommended courses based on the student's background, goals, and the particular college to which he/she wishes to transfer. Finally the report describes the hardware used by AGIS, its on-line and batch capabilities, the three phases involved in implementing the system, and the potential of AGIS as a graduation application file. Sample AGIS reports are appended. (JP)

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ADVISEMENT AND GRADUATION INFORMATION SYSTEM

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Director of Assessment and Advisement Program

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1981

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Miami-Dade Community College
Miami, Florida

Miami-Dade Community College has recently completed a study of its general education program and over the next few years will be making some drastic changes in the manner in which students must satisfy this requirement. During the course of this three-year general education study, it was repeatedly reported that one of the major difficulties encountered by instructional personnel was the wide range of student abilities in the classroom. There was a strong feeling on the part of the faculty that more care should be taken in the placement of students in appropriate courses. The College spent the 1979-80 academic year determining what it believes to be minimum reading, writing, and computation skills. Currently all entering students are being tested. The critical part of assessment, however, is not so much administering instruments, but it is taking the results, interpreting them, and then being able to convey the raw scores in such a way to students that they will understand what the test has indicated. Next, the College must make its best response in terms of course placement in relationship to the students' performance on the assessment instruments.

It was also concluded during the general education study that the College should establish a Standards of Academic Progress policy which

calls for categories of warning, probation, and finally suspension from the institution because of low grade point averages or excessive withdrawals from classes. Students who fall under the Standards of Academic Progress are required to be advised and counseled by a professional member of the community college counseling and advisement staff. Special intervention programs and credit hour limitations are prescribed for future semesters.

When the College enacted the assessment testing program and the Standards of Academic Progress policy, a commitment was made to provide as much information to students and advisors about student progress as possible so that decisions concerning academic course selection could be made with the best information available. The Advisement and Graduation Information System is one of the programs at the College which provides detailed information; such as, assessment test scores, information on the Standards of Academic Progress, and suggested courses to fulfill graduation requirements at Miami-Dade, as well as courses for smooth transfer to an upper division university.

The Advisement and Graduation Information System will form the core delivery system of information for academic advisement at Miami-Dade Community College. The general education study conducted at the College stated that

"a high priority is given to the improvement of advisement in counseling services by the allocation of additional funds, including the development of computer support for advisement and graduation certification. Several of the colleges' general education goals were concerned with students making sound educational and career choices. The advisement and counseling services are essential in order to insure, as far as possible, that students, especially those entering Miami-Dade, make appropriate selections of programs and courses.

Although it is difficult to provide support services that do not directly generate funding, there are ways of providing these resources by reallocating funds. More important, however, is the understanding that all instructors, in addition to faculty who have been assigned specific advisement and counseling responsibilities, must contribute to the advisement process. It will be impossible to have sufficient full-time advisors to maintain personal contact with all students."¹

If there is a universal criticism of colleges and universities across the country, it is probably the lack of sophistication and preciseness in the academic advisement process. At best, it is hit and miss at most institutions and, worst, non-existent at other institutions. Miami-Dade is keenly aware of this problem. It is a multi-faceted problem; one of volume--trying to spread the large number of students against the small core of skilled advisors, which suggest that the general faculty must be used to some extent in the process. It is a matter of information flow. Overall, it is a difficult communications and logistic job to arm the faculty with all the pertinent information that they need to know in order to help counsel the student into the right program, make the proper course selection, and guide the student along a career objective.

The College has experimented with various methods of attempting to provide academic advisement with a small core staff who would simply advise all students while relying on faculty for more detailed discipline information. The ideal solution has not been discovered, perhaps it does not exist, but Miami-Dade has been taking some major steps forward in the development of this new system utilizing computer technology.

Whenever a professional counselor and a student discuss academic progress toward reaching an educational goal, it is necessary to review the student's transcript in terms of satisfying requirements of a degree or reviewing courses that meet a specific educational goal of the student. It is very burdensome and time consuming for members of the professional

staff to constantly reevaluate the students' academic records as additional courses are completed or as graduation requirements change and still be certain that correct information is given to students.

The Advisement and Graduation Information System is but one of many computer systems at the College which is used to monitor student progress as the students proceed through the several degree programs at Miami-Dade. The student flow model for students proceeding through the Associate in Arts degree, indicates that information from the Advisement and Graduation Information System, forms an integral part of monitoring student progress. (See Attachment A)

The Advisement and Graduation Information System (See Attachment B) realigns students' transcripts according to requirement areas rather than by semesters. Students are informed as to the progress they are making toward completing the requirements of a specific program of study. Requirement areas that are completed are so indicated and those requirements that are still needed to be taken are noted for the student. The system also checks for graduation certification. If the student has satisfied all graduation requirements, the system will automatically graduate the student and place the graduation remark on the permanent academic record.

It is estimated that this computer application will save the College a minimum of \$50,000 a year paid for professional staff members to work extra days to approve graduation certifications on each of the campuses at the end of each of the four terms during the year, as well as the time spent on providing preliminary grad-checks during the academic year. The time that advisors and counselors formally spent performing these routine grad-checks will now be eliminated. These professional staff members will be better able to spend more time with students in pro-

viding advisement, counseling, and career information services.

In order to provide the student and faculty advisor a listing of courses suggested by the nine state universities and four large private colleges in Dade County, Florida, for transfer, this system also generates outlines of suggested courses by major and university for each student. (See Attachment C) Students are informed if they have completed, currently enrolled in, or enrolled for a future term in any of the required or suggested courses for transfer. This allows the student to easily compare requirements amongst the universities, and also to note how they are proceeding in meeting the requirements for transfer to the upper division colleges and universities in Florida.

The Advisement and Graduation Information System will provide the most accurate and up-to-date information on the graduation status of a student, as well as specific courses suggested and required in 68 Associate in Arts programs for transfer to an upper division university. This system will in no way replace the professional advisor and counselor, but will allow the advisor and counselor to spend more time discussing students' goals and program requirements rather than spend time in clerical details.

Another part of this project involves the development of suggested sequencing of courses based upon students' background, educational goals, and the particular upper division institution to which students wish to transfer. This part, when coupled with the initial Advisement and Graduation Information System, will provide a very complete advisement picture upon which students can make informed academic decisions.

The system is being developed for Miami-Dade Community College's ITEL AS/5 computer using TELEX 277-B terminals operating under a SHADOW II teleprocessing monitor. Each advisement office and registrar's office will have an on-line terminal and a 300 line-per-minute printer for on-line access. All programming for the system is being done in ANS COBOL for ease of maintenance and machine compatibility. Since almost all student files required for the system are already on-line, only four additional on-line disk packs will be required for the on-line print file.

Once the on-line system is in place, advisors will call the Advisement Graduation Information System programs on the terminals located in their departments. When the Advisement Graduation Report is selected, the computer programs will select the appropriate data elements, compare them with the indicated graduation requirements and print the student's Graduation Status Report on the printer in the advisement office. Data elements in on-line files will be password and terminal identification protected.

Student graduation status reports may be ordered with batch availability for selected students by student number. These reports may be selected on options; such as, academic advisement program, veterans, financial aid recipients, advisors, or by various degree and program combinations. A special report will be run on students eligible to graduate but who have not submitted a graduation application. This will allow the College to communicate with the students to encourage them to complete the appropriate graduation application and clearances so that they may graduate from the College. A series of graduation statistical reports will also be generated in order to accurately keep track of how students are progressing toward satisfying graduation requirements.

The Advisement and Graduation System is being programmed and installed in phases. Phase I will produce student reports and graduation information for the Associate in Arts degree students with M-DCC credit only. Once the Associate in Arts Degree programs have been thoroughly evaluated, the automatic graduation phase will be installed. Phase II will produce reports and graduation verification for the Associate in Science Degree, Planned Certificate and Associate in General Studies degree students for M-DCC credit only. This phase will require extensive testing since requirements for the Associate in Science Degrees vary with each program. Phase III will process AGIS documents with transfer credit. Phase IV will be sequencing of courses by semester for each of the degree programs based upon unique characteristics of students; such as past academic record, reading scores, projected full-time or part-time attendance, selected university for transfer, etc.

The Miami-Dade Community College's Advisement and Graduation Information System will eventually provide its users with on-line availability of not only the student's graduation status report and the Florida colleges' recommended courses report, but also the graduation application file which will provide information on students who have applied for graduation, diplomas ordered, and graduation eligibility. The last area of on-line availability is the waiver/substitution update file system. This waiver/substitution file contains information on what graduation requirements have been waived for the student, and what courses may be substituted for required courses, if any.

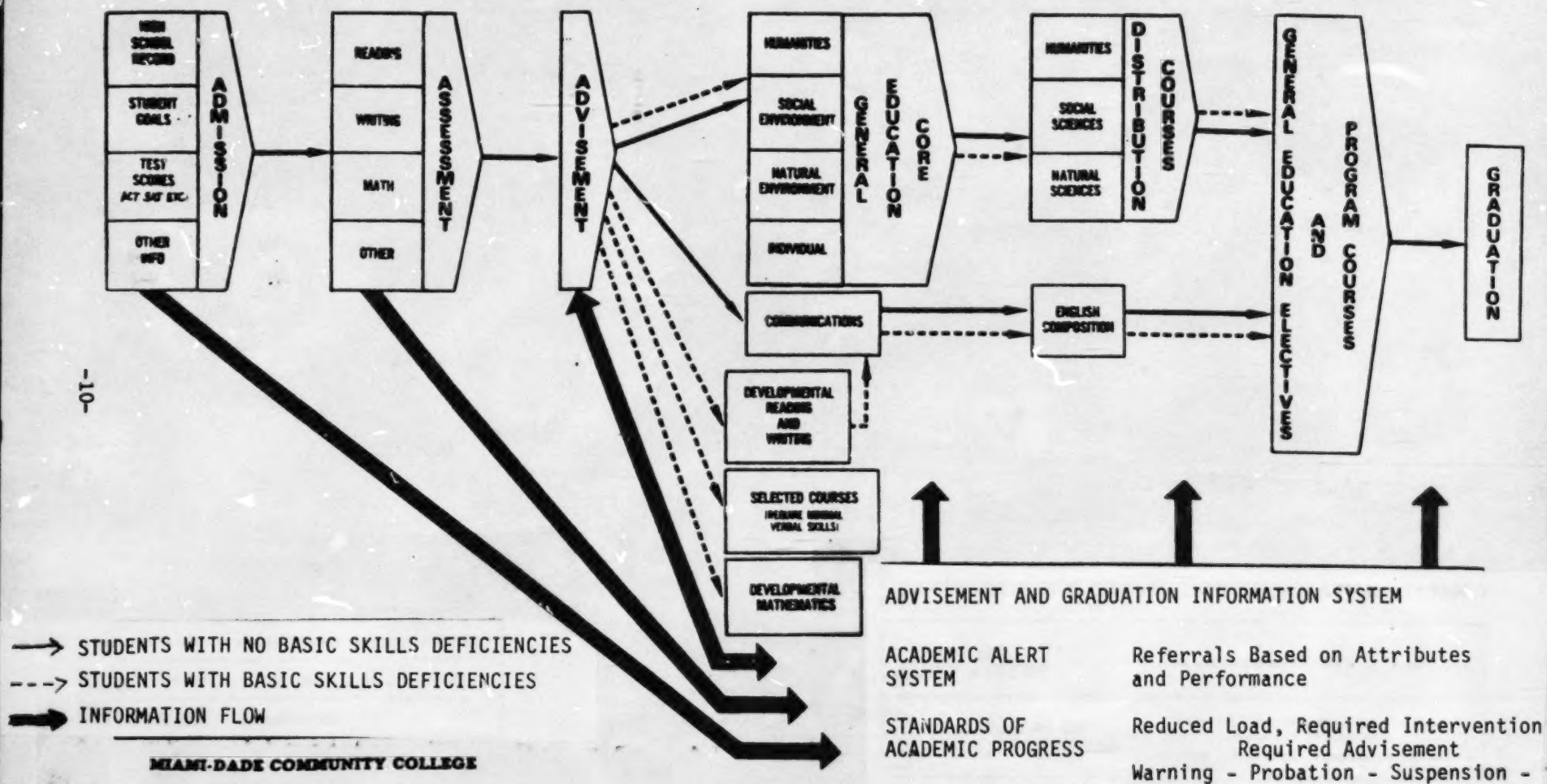
Although providing advisement and graduation information to students and the advisement staff was the primary objective of this project, a great many additional benefits were produced by the project development. Miami-Dade Community College has four major campuses, each operating

with some individuality and autonomy. Each campus performed graduation certification of its own students. Over time, variations had appeared in the way graduation requirements were applied. In the process of developing the Advisement and Graduation Information System, graduation requirements were discussed by a College-wide committee. Since program requirements must be explicit, the graduation requirements were documented. During these meetings, the variations were brought to light and a standardized policy was developed.

The developers of this system at the College believe that once this project is completed that it will provide the best information available for advisement purposes at Miami-Dade Community College. Its benefits to the students, faculty, and staff will be invaluable.

ATTACHMENT A

ASSOCIATE IN ARTS STUDENT FLOW MODEL



-10-

ATTACHMENT

B

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MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM
ASSOCIATE IN ARTS DEGREE
(REQUIREMENTS AS OF 75-1)

PAGE 1 of 5

STUDENT NUMBER:

CAMPUS: SOUTH CAMPUS
BASIS OF ADMISSION: 75-1 TRANSFER STUDENT
BIRTH DATE: 04/01/1955
SOCIAL SECURITY NUMBER:
ACADEMIC STANDING: (T) EXTENDED ACADEMIC PROBATION
ADVISOR: 27012 DON TIZIANI

NAME INTENTIONALLY DELETED

YY-T PROGRAM
79-2 04 AA BUSINESS ADMINISTRATION
79-3 04 AA BUSINESS ADMINISTRATION
79-4 04 AA BUSINESS ADMINISTRATION
80-1 04 AA BUSINESS ADMINISTRATION

		COURSES COMPLETED/ENROLLED							
	COL	COURSE	EQ/SUBS	S	R	YY-T	GRADE	CREDITS	
I. ENGLISH COMPOSITION - 6 CREDITS REQUIRED	2	ENC1103				78-2	W	3.00	
(SELECT THE FOLLOWING COURSES)	2	ENC1103			R	79-3	B	3.00	
(ENC1103 OR ENC1313) (ENC1136 OR ENC1315)	0	EH121	ENC1136	E		73-3	C	2.00	
	0	EH111	ENC1103	E	T	74-2	F	2.00	
REQUIREMENTS MET							CREDITS EARNED	5.00	
II. SOCIAL SCIENCE - 6 CREDITS REQUIRED	0	CSS111	GS 01	E		73-1	D	2.00	
(SELECT THE FOLLOWING COURSES)	0	SSC221	GC 03	E		73-2	D	2.00	
SS11011 SS11012	0	SSC231	GS 02	E		73-3	B	2.00	
REQUIREMENTS MET							CREDITS EARNED	6.00	
III. HUMANITIES - 6 CREDITS REQUIRED	2	HUM 202	HUM 2570			76-3	W	3.00	
(SELECT THE FOLLOWING COURSES)	0	HUM 221	HUM 2511	F		74-2	D	2.70	
HUM2511 HUM 2570	2	HUM 2570				80-1	*	3.00	
							CREDITS EARNED	2.70	

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MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM

PAGE 2 OF 5

STUDENT NUMBER:

		COURSES COMPLETED/ENROLLED							
	COL	COURSE	EQ/SUBS	S	R	YY-T	GRADE	CREDITS	
		I 2	MAT 121	MAC 1102		T 75-1	F	3.00	
		I 2	BIO 102	APB 1150		75-2	W	3.00	
IV. NATURAL SCIENCE - 6 CREDITS REQUIRED		I 2	MAT 121	MAC 1102		75-3	W	3.00	
(SELECT FROM THE FOLLOWING COURSES)		I 2	BIO 102	APB 1150		75-4	F	3.00	
-NATSC:APB AST BCH BOT BSC (EX 1000 1000L 2564)		I 2	MAC 1102		R	79-2	F	3.00	
CHM(EX 1015 1281L) GLY HUN1201 IDS1190		I 0	MS 301	MAC 2311	E T	73-1	F	3.30	
ISC(EX 2104) MCB MFT(EX 1030 1050 2521 2522 2741)		I 0	MS 102	MAC 1132	E T	73-2		0.00	
OCE PCB PHY PSC ZOO		I 0	PS 211	NS 01	E	73-2		0.00	
-MATH:MAC MAE MAP MAS MGF MTG STA(EX 2122 2122L)		I 0	PS 221	NS 02	E	73-2	A	0.70	
		I 0	MS 301	MAC 2311	E R	73-3		0.00	
		I 0	MS 102	MAC 1132	E R	74-2		0.00	
		I 0	PS 215	NS 03	E	74-2	F	3.00	
		I 0	PS 225	NS 04	E	74-2		0.00	
		I 0	MS 310	MAE 2810	E	74-4	F	2.00	
		I 0	PS 200	NS 05	E	74-4		0.00	
REQUIREMENTS NOT MET		I 2	MAC 1102			80-1	*	3.00	
		I 2	APB 1150			80-2	+	3.00	
		I				CREDITS EARNED		0.70	

REQUIREMENTS NOT MET

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MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM

PAGE 3 OF 5

STUDENT NUMBER:

		COURSES COMPLETED/ENROLLED								
	COL	COURSE	EQ/SURS	S	R	YY-T	GRADE	CREDITS		
V. GENERAL EDUCATION ELECTIVES- 12 CREDITS REQUIRED	2	ECO 210	ECO 2013		T	75-1	F	3.00		
(SELECT SUFFICIENT CREDITS FROM THE FOLLOWING)	2	PSY 211	PSY 2012			75-1	I	3.00		
(COURSES SO THAT WHEN AREA V CREDITS ARE ADDED TO)	2	PSY 211	PSY 2012		T	75-3	D	3.00		
(ARFAS I-IV, THE TOTAL EQUALS AT LEAST 36 CREDITS)	2	ECO 210	ECO 2013		T	76-1	F	3.00		
-COM*CRW FNC2412 ENG2541 ENG2573 SPC1600	2	PSY 241	DFP 2000			76-1	F	3.00		
-HUM*AML ARC1780 ARC1781 ARE ARH	2	ECO 2013			T	78-1	F	3.00		
ART(EX 2631C 2632C) CHI ENG ENL FOL FRE FRW GER	2	ECO 2023				78-2	W	3.00		
HEB HUM2574 ITA JOU LIN LIT MMC MUC MUE MUG MUH	2	ECO 2013			R	79-2	A	3.00		
MUL MUM MUN MUO MUS MUT MV8 MVK MVP MVS MVV MVW	2	STD 2991			N	79-2	A	3.00		
ORI PHH PHI PHM POR REL RUS SPA	2	PSY 2012			R	79-3	B	3.00		
SPC(EX 1600 9000 9001 9002) SPN SPW THE TPA	2	ECO 2023				79-4	W	3.00		
TPP(EX 1560 1561)	0	ES 201	GS 04		F	74-4		0.00		
-SSC*AFH AMH AMS2152 ANT ASH CHD CLP COA DEP ECO	2	DEP 2000				80-2	+	3.00		
EDF EDG FEC FEX EUH FAD FIN2100 GFA GEO HUS INR	2	ECO 2023				80-2	+	3.00		
ISC2104 LAH MAF PCO POS PPE PSY SOC SOP SOW										
SSI1935 WOH										
-NSC*BSC2564										
ALSO COURSES LISTED IN AREA IV-NATSC										
-MTH*MTB1321 MTB1322										
ALSO COURSE LISTED IN AREA IV-MATH										
-OTH*ESL(EX 9000 9090 9091) HES2000 HES2400										
HES2405L HLP1010 IDS LIS REA(EX 9001 9101) STA2122										
STA2122L STD(EX 1104 1105 1106)										
REQUIREMENTS NOT MET								CREDITS EARNED	9.00	

GENERAL EDUCATION REQUIREMENTS SUMMARY
(CREDITS FOR SECTIONS I-V MUST TOTAL 36)

REQUIREMENTS NOT MET

CREDITS EARNED 23.40

VI. ELECTIVES - 24 CREDITS REQUIRED
(PLEASE REFER TO FLORIDA COLLEGES RECOMMENDED
(COURSES PAGE)

REQUIREMENTS NOT MET

CREDITS EARNED 5.60

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MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM

PAGE 4 OF 5

STUDENT NUMBER:

COURSES COMPLETED/ENROLLED									
	COL	COURSE	FQ/SUBS	S	R	YY-T	GRADE	CREDITS	
VII. PHYSICAL EDUCATION - 2 CREDITS REQUIRED (SELECT FROM THE FOLLOWING COURSES) FOLLOWING SATISFIES PHY ED REQ ONLY DAA PEL PEM PEN FOLLOWING SATISFIES PHY ED OR ELECTIVE DAE PEO PEP PEQ PET TPP1560 TPP1561 FOLLOWING SATISFIES PHY ED, ELECTIVE, OR GENERAL EDUCATION ELECTIVE REQ. HES2000 HES2400 HLP1010	0	PL 101	PE 01	F		73-1	C	0.70	
	0	PL 165	PE 02	F		73-2	B	0.70	
	0	PL 265	PE 03	F		73-3		0.00	
WAIVED-AGE OF STUDENT								CREDITS EARNED	1.40
VIII. EXCESS CREDITS FOR GRADUATION								CREDITS EARNED	0.00
IX. COURSES NOT INCLUDED IN A.A. DEGREE TOTALS (COURSES LESS THAN 1000 OR GREATER THAN 8999.) (EXCESS OF 12 CREDITS IN ENC1992, MAT1992, AND REA1992; ALSO EXCESS OF 2 PHYS. ED. CREDITS) CHM1281L ENG1041								CREDITS EARNED	0.00
X. GRADUATION STATUS									
		CUMULATIVE TOTALS							
	REGIST	ATTEMPT	EARNED	QLTPTS	GPA				
M-DCC	69.00	27.00	15.00	51.00	1.89				
TRF	25.70	20.40	15.40	30.80	1.51				
AA	94.70	47.40	30.40	81.80	1.73				
TOTAL	94.70	47.40	30.40	81.80	1.73				
						SUBSTITUTION OF GS01 MADE FOR SS11011 DO NOT ENROLL FOR SS11011 WITHOUT FIRST CHECKING WITH AN ADVISOR SUBSTITUTION OF GS03 MADE FOR SS11011 DO NOT ENROLL FOR SS11011 WITHOUT FIRST CHECKING WITH AN ADVISOR SUBSTITUTION OF GS02 MADE FOR SS11012 DO NOT ENROLL FOR SS11012 WITHOUT FIRST CHECKING WITH AN ADVISOR FUTURE TERM COURSES ARE PRESENT-NOT INCLUDED IN ANY GRADUATION STATUS CALCULATIONS 60 ACADEMIC CREDITS AND 2 PHYS. ED. CREDITS AND A 2.00 MINIMUM GPA IS REQUIRED TO GRADUATE			

MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM

STUDENT NUMBER:

R= REPEAT CODE T=PREVIOUS ATTEMPTS R=FINAL ATTEMPT X=COMPLETED COURSE BEING REPEATED CURRENT TERM
GRADE= COURSE GRADE **ENROLLED CURRENT TERM +=ENROLLED FUTURE TERM

60 CREDITS PLUS 2 PHYSICAL EDUCATION CREDITS AND A 2.00 GPA ARE REQUIRED FOR GRADUATION

PLEASE DISCUSS PRE-REQUISITES AND CO-REQUISITES WITH AN ADVISOR

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MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM
FLORIDA COLLEGES-RECOMMENDED COURSES

PAGE 1 OF 3

PROGRAM: 04 BUSINESS ADMINISTRATION - ASSOCIATE IN ARTS

STUDENT NUMBER:

ENABLES THE STUDENT TO TRANSFER TO SENIOR COLLEGES OR UNIVERSITIES THAT
OFFER BACCALAUREATE DEGREES IN VARIOUS AREAS OF BUSINESS ADMINISTRATION
SUCH AS: ACCOUNTING, BANKING AND FINANCE, FOREIGN TRADE AND
TRANSPORTATION, INSURANCE, MANAGEMENT, MARKETING AND REAL ESTATE.

MDCC COURSE	BAR	BIS 8	FAM 2	FAU 6	FIU	FMC 5	FSU 1,3	UCF 3	UF 3	UM 7,4	UNF B	USF 3,9	UWF 4
ACC 2001 PRIN OF ACCOUNTING	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*
ACC 2021 PRIN OF ACCOUNTING	R	R	R	R	R	R	R	R	R	R	R	R	R
ACC 2101 INTERM ACCOUNTING	S												
ACC 2121 INTERM ACCOUNTING	S												
AMH 2010 HISTORY US TO 1877			R										
AMH 2020 HIST US SINCE 1877			R										
BUL 2111 BUSINESS LAW	R			R						R	S		
BUL 2112 BUSINESS LAW	R			R									
COC 1312 INTRO TO DATA PROCES	R*	R*	R*	R*	R*	R*				R*		R*	
COC 1312L DATA PROCES LAB	R*	R*	R*	R*	R*	R*				R*		R*	
COP 1122C COBOL			R										
ECO 2013 PRIN/ECONOMICS-MACRO	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*
ECO 2023 PRIN/ECONOMICS-MICRO	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*	R*
ENC 2412 ADVANCED COMPOSITION				R									
FIN 2000 SURVEY OF FINANCE	R												
GEB 1011 PRIN OF BUSINESS	R*											S*	
MAC 1102 COLLEGE ALGEBRA		R*		R*	R*		R*	R*			R*	R*	R*
MAC 1114 TRIGONOMETRY			R										
MAC 1142 PRE-CALCULUS ALGEBRA			R				R					R	
MAC 2311 CALCULUS W/ ANAL GEOM			R*									R*	
MAC 2411 CALCULUS 1					R C				R				
MAC 2412 CALCULUS 2					R C				R				
MAN 2300 PERSONNEL MANAGEMENT	S	R											
MAR 1011 SURVEY OF MARKETING		R											
MGF 2202 FINITE MATHEMATICS		R											
PHI 1100 INTRO TO LOGIC			R		R C				R				
POS 2041 AMERICAN FEDERAL GOV										R			
PSY 2012 INTRO TO PSYCHOLOGY			R*							R*			
A QMB 2100 BASIC BUSINESS STATS	R	R		R	R	R	R	R	R	R	S	R	R
SES 2335 BUSINESS WRITING							R						
SPC 1600 INTRO SPE COMMUNICAT			R	R	R	R							S
A STA 2014 STATISTICAL METHODS	R	R		R	R	R	R	R	R		S	R	R

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MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM
FLORIDA COLLEGES-RECOMMENDED COURSES

PAGE 2 OF 3
STUDENT NUMBER:

PROGRAM: 04 BUSINESS ADMINISTRATION - ASSOCIATE IN ARTS

NOTES:

- (1) SIX CREDITS OF PSYCHOLOGY, SOCIOLOGY, AND/OR ANTHROPOLOGY ARE REQUIRED.
- (2) SIX CREDITS OF BIOLOGICAL AND PHYSICAL SCIENCE REQUIRED. SELECTIVE ADMISSION PROGRAM. OVERALL 2.5 AVERAGE REQUIRED WITH B'S IN ENGLISH, MATHEMATICS AND BUSINESS COURSES. SPC1600 AND 3 ADDITIONAL CREDITS OF SPEECH REQUIRED FOR ECONOMICS MAJOR ONLY. IN ADDITION, ECONOMICS MAJORS CAN SUBSTITUTE COP112C FOR COP1122C. MAC2411 NOT REQUIRED FOR BUSINESS, MANAGEMENT, OR MARKETING MAJORS.
- (3) THESE SCHOOLS PREFER TO TEACH ALL FINANCE, MARKETING, MANAGEMENT & BUSINESS LAW (UF ONLY) COURSES. AT UF: MAS2103 REQUIRED FOR COMPUTER SCIENCE MAJOR; ACC2021 NOTE REQUIRED FOR ACCOUNTING MAJOR; SELECTIVE ADMISSION PROGRAM; 64 SEMESTER HOURS REQUIRED.
- (4) SPC1600 SUGGESTED FOR MANAGEMENT MAJORS ONLY; QMB2100 OR STA2014 NOT REQUIRED FOR MARKETING MAJOR.
- (5) SIX CREDITS OF NATURAL SCIENCE, LITERATURE, SPANISH OR FRENCH, BUSINESS AND GENERAL EDUCATION MATH REQUIRED.
- (6) GRADES OF "C" OR BETTER REQUIRED IN ACC, MAC, ECO, AND STATISTICS. STUDENTS MAY SUBSTITUTE ENC1315 FOR ENC2412.
- (7) TWO LITERATURE COURSES REQUIRED. ADDITIONAL CREDITS IN SOCIAL SCIENCE AND ENGLISH REQUIRED.
- (8) WORLD HISTORY, PHILOSOPHY, BIOLOGY, AND SIX CREDITS OF LITERATURE SUGGESTED.
- (9) MAC2311 REQUIRED FOR ACCOUNTING MAJORS ONLY; STUDENTS MAY CHOOSE EITHER MAC1102 OR MAC1142.
- (A) TAKE EITHER STA2014 OR QMB2100.
- (B) BUL2111 NOT SUGGESTED FOR ACCOUNTING MAJORS; SIX CREDITS OF NATURAL SCIENCE REQUIRED.
- (C) FOR ACCOUNTING MAJORS ONLY; EFFECTIVE FOR NEW STUDENTS ENTERING MIAMI-DADE FALL 1981 (81-1)

DATE PRINTED: 12/03/80
TIME PRINTED: 08.54.41

MIAMI-DADE COMMUNITY COLLEGE
ADVISEMENT AND GRADUATION INFORMATION SYSTEM
FLORIDA COLLEGES-RECOMMENDED COURSES

STUDENT NUMBER:

PROGRAM 04: BUSINESS ADMINISTRATION - ASSOCIATE IN ARTS

CODES: R = REQUIRED
% = COMPLETED

S = SUGGESTED
* = ENROLLED CURRENT TERM

1, 2, ETC. = SEE NOTES
+ = ENROLLED FUTURE TERM

COLLEGE CODES:

BAR = BARRY COLLEGE
FIU = FLA INTL UNIV
UF = UNIV OF FLA
UWF = UNIV WEST FLA

BIS = BISCAYNE COLLEGE
FMC = FLA MEMORIAL COLL
UM = UNIV OF MIAMI

FAM = FLA AGR/MEC UNIV
FSU = FLA STATE UNIV
UNF = UNIV NORTH FLA

FAU = FLA ATLANTIC UNIV
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USF = UNIV SOUTH FLA

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THIS REPORT IS BASED UPON TRANSACTIONS COMPLETED THROUGH SATURDAY, NOVEMBER 22, 1980.

ATTACHMENT C

ASSOCIATE IN ARTS DEGREE MIAMI-DADE COMMUNITY COLLEGE

The Associate in Arts Degree is a transfer degree, which prepares students for upper division study. Completion of the requirements for the Associate in Arts Degree satisfies the general education requirement for all upper division public universities in Florida. Information concerning additional Miami-Dade Community College courses required or suggested by the various colleges and universities for entry into major areas of study is available on the reverse side of this sheet. Favorable consideration at the university of this major and your success in future studies may be dependent upon the careful selection of courses at Miami-Dade Community College. For entrance into this program, other factors, such as your grade point average, may also be considered.

(62 CREDITS REQUIRED FOR GRADUATION)

I. GENERAL EDUCATION CORE

(Select 6 credits from each of the following four areas)

1. **English**
(Select 6 credits)
ENC1103 and ENC1136, or
ENC1313 and ENC1136, or
ENC1103 and ENC1315, or
ENC1313 and ENC1315
2. **Social Science**
SSI1011, SSI1012
3. **Humanities**
HUM2511, HUM2570
4. **Natural Science/
Mathematics**
(Select 6 credits -
required and suggested
courses for transfer
may be listed on the
reverse side)
-MATSC- APB, AST, BCH, BOT, BSC2010,
BSC2010L, BSC2011, BSC2011L,
BSC2250, CHM (except 1015, 1281L), GLY,
HUM1201, IDS1190, ISC1101, ISC1101L,
ISC1102, ISC1102L, MCB, MET1003,
MET1103L, MET1010, MET1010L, OCE,
PCB, PHY, PSC, ZOO
-MATH- MAC, MAE, MAP, MAS, MGF,
MTG, STA

II. GENERAL EDUCATION ELECTIVES

(Select 12 credits from the Natural Science/Mathematics core courses listed above or from the courses in the following six areas. Required and suggested courses for transfer may be listed on the reverse side.)

1. **Communications**
-COM- CRW, ENC2412, ENG2541,
ENG2573, SPC1600
2. **Humanities**
-HUM- AML, ARC1780, ARC1781, ARE,
ARH, ART (except 2631C, 2632C), CH,
CLT, ENG (except 2753), ENL, FOL, FRE,
FRW, GER, HEB, HUM2310, HUM2574,
ITA, JOU, LIN, LIT, MMC, MUC, MUE,
MUG, MUH, MUL, MUM, MUN, MUO, MUS,
MUT, MVB, MVK, MVP, MVS, MVV, MVW,
ORI2000, ORI2210, PHH, PHI, PHM, POR,
REL, RUS, SPA, SPC (except 9000, 9001,
9002), SPN (except 1030), SPW, THE,
TPA, TPP (except 1560, 1561)
3. **Social Science**
-SSC- AFH, AMH, AMS, ANT, ASH, CHD,
CLP, COA, DEP, ECO, EDF, EDG, EEC,
EEX, EUH, FAD, FIN2100, GEA, GEO,
HUS, INR, ISC2104, LAH, MAF, PCO, POS,
PPE, PSY, SOC, SOP, SOW, SSI1935, WOH
4. **Natural Science**
-NSC- BSC2564
(also courses listed in General Education
Natural Science/Mathematics Core
-NATSC)
5. **Math**
-MTH- MTB1321, MTB1322
(also courses listed in General Education
Natural Science/Mathematics Core
-MATH)
6. **Other**
(Miscellaneous courses)
-OTHER- ESL, HES2000, HES2400,
HES2405L, IDS (except 1900), LIS,
REA1105, REA1106, REA1205,
STD1000, STD1100, STD1108, STD1150

III. ELECTIVES

The following courses and those that satisfy the general education electives may be used for the 24 elective credits. Required and suggested courses for transfer are listed on the reverse side.

ACC, AFR, ARC1115, ARC (except 1780,
1781), ART2631C, ART2632C, ARV, ASC,
ATF, ATM (except 2810), ATT (except
2872, 2680, 2680L, 2690C, 2632L),
AVM (except 1520, 1521, 1522),
BAN2500, BCN, BSC1000, BSC1000L,
BUL, CAP, CCJ, CHM1015, CIS, CJD, CJT,
COC, COP, CPT, CRM, CTE (except
1861C, 1862C, 1863C), DAE, DEH, DES,
DIE, ECM, ECP, EGN, EME, EMT1000C,
EMT1411, EMT1600, EMT1802, EMT2165,
EMT2226, EMT2279, EMT2290, EMT2296,
EMT2421, EMT2511, ENC1391, ETC, ETD,
ETE, ETG, ETI, ETM, ETN, EVS1101C, FFP,
FIL, FIN (except 2100), FSS (except
2240), GEB, HCA, HES1437, HES2404,
HES2406C, HFT, (except 1325), HHD,
HOE, HOS, HSC, HUN (except 1201), IND,
LEA, LEI, MAN (except 1392, 2394,
1395, 2393, 2396, 2397, 2398), MAR,
MAT1002, MAT1024, MET (except 1003,
1003L, 1010, 1010L), MHT, MHS, MLS,
MRE, MTB1103, MTB1302, MTE, NUR (ex-
cept 1820, 2190, 2191, 2240, 2241L,
2290, 2291, 2390, 2392, 2711, 2941),
NUU (except 1390), OCB1013, OCB1013L,
OMT, ORH, OTS, PEO, PEP, PEQ, PET, PHT,
PUR, QMB, REE, RET (except 1022, 1271,
1272L, 1273L, 1821, 1831, 1841), RM,
RTE, RTV, SES (except 1321), STD1104,
STD1105, STD1108, SUR, TPP1560,
TPP1561, TRA, VIC

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IV. PHYSICAL EDUCATION

(Select 2 credits)

- Satisfy Phys. Ed. requirement only DAA, PEL, PEM, PEN
Satisfy Phys. Ed. requirement,
or a general education elective,
or elective HLP1010

NOTES:

1. For students entering 1980-1 (August 1980) no more than 6 credits may be used towards the Associate in Arts Degree from REA1992, ENC1992, MAT1992.
2. Courses designated as occupational will not be applicable towards the Associate in Arts Degree. They have not been included in the outline.
3. If courses are to satisfy specific graduation requirements, they must be listed on this outline.
4. For courses numbered 1905, 1906, 1907, 1949, 1992, 1993, 2906, 2949, 2990 to 2999, check with Academic Advisement or your Advisement Graduation Information System report for specific graduation requirements that they satisfy.
5. Courses numbered 001-999 and 9000-9999 cannot be used as a part of the Associate in Arts degree.

This sheet is subject to revision.

10-15-80

ACADEMIC ADVISEMENT OFFICES

North Campus
Rm. 1101, Phone 685-4421

South Campus
Rm. 3113, Phone 598-1125

New World Center Campus
Rm. 1640, Phone 577-6714

Medical Center Campus
Rm. 1354, Phone 547-1285

PROGRAM: 02 ARCHITECTURE

THIS PROGRAM IS DESIGNED FOR STUDENTS INTERESTED IN CAREERS IN ARCHITECTURE. AN ARCHITECT PLANS, DESIGNS & OVERSEES CONSTRUCTION AND REMODELING OF BUILDINGS AND OTHER STRUCTURES. GENERALLY, ARCHITECTS CONSULT WITH CLIENTS & CONTRACTORS, PREPARE SPECIFICATIONS & SKETCHES. SPECIALIZATION MAY BE IN RESIDENCES, FACTORIES, COMMERCIAL OR CIVIC BUILDINGS. AT THE TWO STATE UNIVERSITIES, THE PROGRAMS ARE SELECTIVE ADMISSIONS BECAUSE OF THE LARGE NUMBER OF APPLICATIONS.

MDCC COURSE	BAR	BIS	FAM	FAU	FIU	FMC	FSU	UCF	UF	UM	UNF	USF	UNF
			1		3				2				
ARC 1115 ARCHITECT COMMUN 1			R		R				R	R			
ARC 1126 ARCHITECT DRAWING 1			R		R				R	R			
ARC 1131 ARCHITECT COMMUN 2			R		R				R	R			
ARC 1471 ARCHITECT DRAWING 2					R								
ARC 2311 ARCHITECT DESIGN 1			R		R				R	R			
ARC 2313 ARCHITECT DESIGN 2			R		R				R	R			
ARC 2461 ARCH MATER CONST 1			R		R				R	R			
ARC 2462 ARCH MATER CONST 2			R		R					R			
MAC 1102 COLLEGE ALGEBRA			R		R				R	R			
MTB 1321 TECH MATHEMATICS 1			R		R				R	R			
PHY 2053L PHYSICS LABORATORY			R		R				R	R			
PHY 2054L PHYSICS LABORATORY			R		R				R	R			
WOM 2012 HIST WLD CIV TO 1715										S			
WOM 2022 HIST WLD CIV FR 1715										S			

NOTES:

- (1) SOCIOLOGY ELECTIVE REQUIRED.
- (2) ADDITIONAL ELECTIVES IN PSYCHOLOGY, SOCIOLOGY AND ANTHROPOLOGY ARE SUGGESTED. PROGRAM BEGINS EITHER IN THE FALL OR SPRING QUARTER.
- (3) FIU OFFERS A DEGREE IN ARCHITECTURAL TECHNOLOGY. CHOOSE EITHER MAC1102 OR MTB1321.

CODES: R = REQUIRED S = SUGGESTED 1,2,ETC = SEE NOTES

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OCTOBER 3, 1980